

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
NOVEMBER 10 - 14, 2014**

MONDAY, NOVEMBER 10, 2014

- | | | |
|-----------------------|---|--|
| *10:00 am | Planning Commission - Transportation Subcommittee | Metro Transportation Center
901 University Avenue |
| * 11:30 am | Harbor Commission – NO MEETING | Port & Resource Recovery
2561 S. Broadway |
| *4:30 pm | Neville Public Museum Governing Board | 3 rd Floor Board Room, Museum
210 Museum Place |

TUESDAY, NOVEMBER 11, 2014

- | | | |
|-----------|----------------------------------|---|
| *12:00 pm | Nicolet Federated Library System | 3 rd Floor Meeting Rm., Central Library
515 Pine Street |
| *5:00 pm | Board of Health | 2 nd Floor Conf. Room, Health Dept.
610 S. Broadway |

WEDNESDAY, NOVEMBER 12, 2014

(No Meetings)

THURSDAY, NOVEMBER 13, 2014

- | | | |
|----------|----------------------|--|
| *5:15 pm | Human Services Board | Board Rm. A, Sophie Beaumont
111 N. Jefferson St. |
|----------|----------------------|--|

FRIDAY, NOVEMBER 14, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Monday, November 10, 2014
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

(Voting)

Jeff Agee-Aguayo	_____	Patty Kiewiz	_____
Bill Balke (Vice-Chair)	_____	Tom Klimek	_____
Craig Berndt	_____	Randy Loberger	_____
Geoff Farr	_____	Doug Martin (Chair)	_____
Mike Finn	_____	Tom Miller	_____
Paul Fontecchio	_____	Rebecca Nyberg	_____
Steve Grenier	_____	Eric Rakers	_____
Ed Kazik	_____	Derek Weyer	_____

(Non-voting)

Dwight McComb (FHWA – Madison)	_____
Philip Gritzmacher (WisDOT – Madison)	_____
Chris Bertch (FTA Region 5)	_____

ORDER OF BUSINESS:

1. Approval of the September 15, 2014, Transportation Subcommittee meeting minutes.
2. Recommendation to the BCPC Board of Directors regarding the reallocation of Surface Transportation Program (STP) funds that were approved for Greene Avenue in the Village of Allouez.
3. Discussion regarding proposed revisions to the Green Bay MPO's Surface Transportation Program (STP) Project Prioritization Criteria.
4. Recommendation to the BCPC Board of Directors regarding revisions to the Green Bay Urbanized Area's Highway and Street Functional Classification System.
5. Any other matters.
6. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**- PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION
Monday, November 10th – 11:30 am**

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

No Harbor Commission meeting will be held in November 2014.

Dean R. Haen – Director
Port & Resource Recovery Department

Any person wishing to attend whom, because of disability requires special accommodations should contact the Brown County Port and Resource Recovery Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda



NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

November 10, 2014

4:30 p.m.

Neville Public Museum
Third Floor Board Room

- I. Call meeting to order
- II. Approve/modify agenda
- III. Museum Director's Report
- IV. Focus Group with Metacomm
- V. Such other matters as authorized by law
- VI. Adjournment

Kevin Kuehn, Chair

Please contact Beth Lemke at 448-7848 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, November 11, 2014 at 12:00 p.m.**, at the **Brown County Central Library Meeting Room on the 3rd Floor Adjacent to NFLS Office**, 515 Pine Street, Green Bay, WI 54301.

AGENDA

1. Welcome and Introductions.
2. Lunch
3. Agenda Revisions.
4. Open Forum.
5. October 7, 2014 minutes.
6. Reports:
 - 6.1 President – Cheryl Maxwell
 - 6.1a. Executive Committee Report
 - 6.2 Treasurer - Sandy Ryczkowski
 - 6.3 Personnel Committee – Miriam Erickson
 - 6.4 Director – Mark Merrifield
7. Update on office lease negotiations.
8. Approve NFLS 2015 Budget.
9. System Configuration/Strategic Planning Update.
10. Resource Library Agreement with Brown County.
11. New business.
12. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.
Please call 920 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

**BROWN COUNTY BOARD OF HEALTH
TUESDAY, November 11, 2014
5:00 PM**

Brown County Health Department
610 South Broadway Street
Second Floor Conference Room
Green Bay, WI 54303

AGENDA

1. Call to Order, Welcome, and Introductions
2. Approval / Modification of the Agenda
3. Approval of Minutes of October 14, 2014
4. Open Session: Discussion and possible action regarding the Shirley Wind Turbines.
5. Closed Session: Discussion with legal counsel, possible action and the strategy to be adopted regarding the Shirley Wind Turbines. Closed session pursuant to Wis. Stat § 19.85 (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved.
6. Open Session: Discussion and possible action regarding the Shirley Wind Turbines.
7. Odor Complaint Update
8. Correspondence
9. Budget 2015 Update
10. Director's Report
11. All Other Business Authorized by Law
12. Adjournment / Next Meeting Schedule

Please RSVP attendance to Patti Smeester at 448-6405 no later than 4:30 PM Friday, November 7, 2014. Thank-you!

Notice is hereby given that action by this board may be taken on any of the items which are described or listed in this agenda.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Jeremy Kral, Executive Director

**MEETING OF THE HUMAN SERVICES BOARD
Thursday, November 13, 2014**

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of October 9, 2014 Human Services Board Meeting.
4. Executive Director's Report.
5. Post Reunification Support Grant.
6. Financial Report for Community Treatment Center and Community Programs.
7. *Statistical Reports.
 - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Request for New Non-Continuous Vendor.
9. *Request for New Vendor Contract.
10. Other Matters.
11. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



NOVEMBER 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 	3	4	5	6 Board of Sup Budget Mtg 9:00 am	7	8
9 	10	11	12	13	14	15
16 	17	18 Vets Recognition Subcommittee 5:00 pm	19 Criminal Justice Coord Board 8:00 am	20 Admin Cmte <i>Tentative</i>	21	22
23 	24 Land Con Plan Dev & Trans <i>Tentative</i>	25	26 Human Svc <i>Tentative</i>	27  Thanksgiving	28 <i>County Board Office Closed</i>	29
30 						



DECEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 11:00 am	4 Ed & Rec @ SW Branch Library 5:15pm	5	6
7	8 Executive Cmte 5:30 pm 	9	10	11	12	13
14 	15	16 Vets Recognition Subcommittee 5:00 pm	17 Board of Supervisors 7:00 pm	18	19	20
21 	22 Land Con 6 pm Plan Dev & Trans 6:30 pm	23	24 Human Svc <i>Tentative</i> <i>County Board Office Closed</i>	25 Admin <i>Tentative</i> <i>County Board Office Closed</i>	26	27
28 	29	30	31 <i>County Board Office Closed</i>			

BROWN COUNTY COMMITTEE MINUTES

- Board of Adjustment (October 27, 2014)
- Planning Commission Board of Directors (October 1, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES FOR THE OCTOBER 27, 2014, BOARD OF ADJUSTMENT

The following are the results of a public hearing that was held before the Board of Adjustment ("Board"), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3rd floor of the Northern Building, 305 E. Walnut St., Green Bay, at 4:30 p.m. on Monday the 27th day of October, 2014. The appeal taken by Collin Andrews denying his request for a reduced amount of fill was **approved**. The request was for 7.5 feet of fill one foot above the base flood elevation from the foundation. The property is lot 44 of Town of Scott Accessor's Plat # 4 in the Town of Scott at 5011 Edgewater Beach Road, Parcel # SC-1604-44 ("Property"). **Vote 2-0**

The appeal taken by David and Mary Jo Koury denying their request for a reduced amount of fill was **approved**. The request was for 6 feet of fill one foot above the base flood elevation from the foundation. The property is lot 8 of Town of Scott Accessor's Plat # 3 in the Town of Scott at 4389 Edgewater Beach Road, Parcel # SC-1603-8 ("Property"). **Vote 2-0**

Dated this 3rd day of November, 2014.

Brown County Board of Adjustment
Allan Duchateau - Excused
Bill Ullmer
Richard Huxford
Vacant-Alternate

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, October 1, 2014
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Steve Grenier	<u>Exc</u>	Scott Puyleart	<u>Exc</u>
James Botz	<u>X</u>	Mark Handeland	<u>X</u>	Dan Robinson	<u>X</u>
Paul Brewer	<u>X</u>	Matthew Harris	<u>X</u>	Debbie Schumacher	<u>X</u>
Brian Brock	<u>X</u>	Frederick Heitl	<u>X</u>	Ray Tauscher	<u>X</u>
William Clancy	<u>Exc</u>	Phil Hilgenberg	<u>Exc</u>	Mark Tumpach	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dotty Juengst	<u>Exc</u>	Jason Ward	<u>X</u>
Ron DeGrand	<u>X</u>	Patty Kiewiz	<u>Abs</u>	Dave Wiese	<u>X</u>
Bernie Erickson	<u>X</u>	John Klasen	<u>Exc</u>	Reed Woodward	<u>Exc</u>
Steve Gander	<u>X</u>	Michael Malcheski	<u>Exc</u>		
Adam Gauthier	<u>X</u>	Ken Pabich	<u>Exc</u>		

OTHERS PRESENT: Lisa J. Conard, Chuck Lamine, and Cole Runge.

1. Introduction of Brian Brock, Adam Gauthier, Mark Handeland, Matthew Harris, Patty Kiewiz, and Debbie Schumacher as new members to the Brown County Planning Commission Board of Directors.

Introductions were given for the new members who were present.

2. Approval of the minutes of the September 3, 2014, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by R. DeGrand, seconded by P. Blindauer, to approve the minutes of the September 3, 2014, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

3. Receive and place on file the draft minutes from the following:
 - a. Brown County Transportation Coordinating Committee on September 8, 2014.
 - b. Transportation Subcommittee on September 15, 2014.

A motion was made by B. Erickson, seconded by R. DeGrand, to receive and place on file the draft minutes. Motion carried.

4. Review and discussion regarding the updated bylaws for the Brown County Planning Commission Board of Directors.

C. Lamine stated that the bylaws were changed to reflect the following membership:

The Mayor of the City of Green Bay shall appoint seven (7) members, subject to confirmation by the Common Council.

The Mayor of the City of De Pere shall appoint one (1) member, subject to confirmation by the Common Council.

The President of the Village of Ashwaubenon shall appoint one (1) member, subject to confirmation by the Board of Trustees.

The President of the Village of Allouez shall appoint one (1) member, subject to confirmation by the Board of Trustees.

The President of the Village of Howard shall appoint one (1) member, subject to confirmation by the Board of Trustees.

The President of the Village of Bellevue shall appoint one (1) member, subject to confirmation by the Board of Trustees.

The President of the Village of Hobart shall appoint one (1) member, subject to confirmation by the Board of Trustees.

The President of the Village of Suamico shall appoint one (1) member, subject to confirmation by the Board of Trustees.

The Town Chairperson of the Town of Ledgeview shall appoint one (1) member, subject to confirmation by the Board of Trustees.

The regional director of the Wisconsin Department of Transportation shall appoint one (1) member.

The Green Bay Metro Transit Director shall serve coterminous with her/his appointment as Green Bay Metro Transit Director.

One member of the Board of Directors shall be appointed from each of the following paired Brown County municipalities:

Towns of Glenmore and Rockland	one (1) member
Towns of Scott and Pittsfield	one (1) member
Towns of Holland and Morrison	one (1) member
Towns of Eaton and New Denmark	one (1) member
Towns of Humboldt and Green Bay	one (1) member
Towns of Wrightstown and Lawrence	one (1) member

The Village presidents for the Villages of Denmark, Wrightstown, and Pulaski shall jointly appoint two (2) directors, subject to confirmation by the Village Boards for the Villages of Denmark, Wrightstown, and Pulaski.

Three appointments from the Brown County Board of Supervisors shall be made by the Brown County Executive, subject to confirmation by the Brown County Board. Representatives from the County Board shall include: 1 representative from the City of Green Bay; 1 representative from the City of De Pere; and 1 representative from a rural non-metropolitan area Brown County municipality.

C. Lamine thanked the communities for a timely process.

A motion was made by P. Brewer, seconded by M. Tumpach, to approve the updated bylaws for the Brown County Planning Commission Board of Directors. Motion carried.

5. Discussion and action on the *2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.

L. Conard stated she had provided an overview of the TIP at the September 3 meeting. A public hearing was also held last month. No comments were received at the hearing or during the 30-day public review period. Staff did receive one comment from an environmental resource agency regarding a project and the appropriate project sponsors have been notified.

MPO staff met with the Transportation Subcommittee on September 15. The minutes of that meeting are included in the packet. The Transportation Subcommittee made a recommendation for approval to the BCPC Board of Directors.

L. Conard stated that MPO staff has worked closely with FHWA and WisDOT staff to make the program consistent with Moving Ahead for Progress in the 21st Century (MAP-21). The MPO is working with FHWA on a project selection process called Expedited Project Selection Procedures. This is a flexibility tool that will prevent some, but not all, TIP amendments in the future.

At the same time, FHWA will now be requiring MPOs to update the costs, schedules, and other aspects of TIP projects in the middle of each calendar year. This process will require collaboration between WisDOT and MPO staff and will likely result in TIP amendments to reflect changes that have occurred to projects during the first half of each calendar year.

A. Gauthier requested that references to Cottage Road be changed to S. Huron Road.

D. Robinson stated that because the Expedited Project Selection Process language proposed for the TIP was recently received from FHWA and has not been reviewed by the BCPC, he recommends that the language be withheld from the TIP and that the BCPC consider it for approval at a later date.

L. Conard agreed with this recommendation.

A motion was made by D. Robinson, seconded by D. Wiese, to approve the *2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Motion carried.

6. Discussion and action regarding CY 2015 Section 5310 Program funding awards.

C. Runge provided a review of the staff report included in the packet. In May of 2014, BCPC staff was informed by WisDOT that the initial application review and scoring process for CY 2015 Section 5310 Program funds should be conducted by a group of four or five people. On June 9, 2014, the Brown County Transportation Coordinating Committee (TCC) formed a five-person subcommittee to review project applications, score them, and attend one subcommittee meeting to discuss the scores and develop funding recommendations to present to the full TCC.

On August 25, 2014, the five members of the Brown County TCC Section 5310 Program Review Subcommittee met to discuss and develop overall scores for the following two applications:

- **N.E.W. Curative Rehabilitation, Inc.:** Funding for two vehicles that each have 11 ambulatory and two wheelchair positions.

Total Project Cost: \$108,000

Requested Section 5310 Program Funding: \$86,400 (80 percent of the total project cost)

- **Green Bay Metro:** Funding for seven ADA-accessible bus stop shelters.

Total Project Cost: \$35,000

Requested Section 5310 Program Funding: \$28,000 (80 percent of the total project cost)

C. Runge stated that the subcommittee recommended to the full TCC that both projects be funded at the requested amounts. The full TCC agreed with this recommendation, and the TCC's action was to recommend to the BCPC Board of Directors that both applications be funded at the requested amounts.

A motion was made by D. Robinson, seconded by R. DeGrand, to approve the TCC recommendation for CY 2015 Section 5310 Program funding awards. Motion carried.

7. Review of the 2015 Brown County Planning Commission budget.

C. Lamine reviewed the proposed 2015 Brown County Planning Commission budget. C. Lamine stated that the budget detail reflects the Planning section only of the overall Planning and Land Services Department budget:

- The 2015 budget is proposed to be \$117,377 less than 2014.
- The 2015 general property tax levy is proposed to be \$26,576 less than 2014.
- The 2015 budget is proposed to be \$922,568 with only \$230,987 (25.04%) coming from the county tax levy.
- The amount of federal grant revenue decreased as a result of the Wisconsin Coastal Management Program project being completed in 2014, but the amount of local assistance revenue will increase as a result of staff developing several local comprehensive plan updates.
- The Executive's budget includes a 1% wage increase as well as an employee performance incentive of up to 1%.
- One of the two GIS positions that became vacant in 2014 is proposed to remain vacant. However, the position remains in the table of organization. C. Lamine is hopeful the position can be filled in mid-2015 or 2016. The Land Information Office (LIO) funds the position. The LIO fund is segregated and has a dedicated funding source. The balance can carry over from year to year. Wisconsin Statutes allow the LIO to collect an \$8.00 fee for each real estate transfer that is recorded. The number of transfers slowed in early 2014 but is trending upward. The LIO fund is used by the county to cover the cost of the Property Listing function. This is an uncommon practice that contributes to the depletion of the fund. Although the Property Listing staff is responsible for the majority of the work associated with real estate transactions, the Register of Deeds retains the bulk of the local funds.

F. Heitl asked staff to explain the differences in the budgeted amounts for the local comprehensive plan updates.

C. Lamine stated that the budgeted amounts are based on the levels of effort necessary to complete the plan updates. For example, Lawrence asked that an Outdoor Recreation Plan be developed in addition to the comprehensive plan update. Other communities may have opted to do a detailed update that includes a community survey or visioning session, and some plan updates are expected to take a relatively short amount of time to complete.

A motion was made by R. DeGrand, seconded by P. Blindauer, to recommend the approval of the 2015 Brown County Planning Commission budget to the Planning, Development, and Transportation (PD&T) Committee of the Brown County Board of Supervisors. Motion carried.

8. Distribution of the MPO's 2014 Transportation System Performance Measures report.

C. Runge referred to the Transportation System Performance Measures report that is included in the meeting packet. C. Runge stated that federal regulations require the MPO to identify performance measures, goals, and implementation strategies. He also stated that MPO staff needs to annually update the status of the progress made toward reaching the goals.

C. Runge noted that crashes and injuries have steadily decreased over the last 13 years in Brown County. C. Runge noted that staff has specifically analyzed crashes that involved alcohol, and alcohol-related crashes and injuries have steadily declined during this period as well.

D. Robinson asked C. Runge his opinion of why the number of alcohol-related crashes and injuries has declined.

C. Runge stated that a number of factors probably contributed to this decline, but one of the most significant factors is likely the extensive enforcement efforts by local law enforcement agencies over the last several years.

P. Blindauer asked if these crash data are related to the site-specific crash data that MPO staff has compiled in the past.

C. Runge stated that these data represent crashes throughout the county's highway and street system, which is a little different than the three-year intersection crash studies that MPO staff has completed in the past. C. Runge also stated that MPO staff is in the process of preparing another three-year intersection crash study, and this study will be presented to the BCPC Board at a future meeting.

A motion was made by B. Erickson, seconded by R. Tauscher, to receive and place on file the MPO's 2014 Transportation System Performance Measures report. Motion carried.

9. Director's report.

C. Lamine thanked his management staff for its work on the 2015 budget.

C. Lamine stated he was a guest speaker at an UW-Green Bay graduate level class entitled *Public and Non-Profit Management*. C. Lamine stated he was asked "Why go into public service?" C. Lamine told the class that is it possible to make a difference in this field. For example, roundabouts were initially opposed by many people, but now they are recognized by most people as being safer and more efficient than traffic signals and stop signs. He also noted that many of the recommendations contained in county and local comprehensive plans have been implemented, and he cited Centennial Centre in the Village of Hobart as being a successful high-density mixed-use development.

10. Brown County Planning Commission staff updates on work activities during the month of September 2014.

C. Lamine stated that the staff activity reports are included in the packet.

11. Other matters.

None.

12. Adjourn.

A motion was made by A. Gauthier, seconded by J. Ward, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 7:20 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
October 1, 2014**

September 2014 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the September 3 Brown County Planning Commission Board of Directors meeting.
- Continued to research and analyze background materials for the Brown County Research and Business Park.
- Conducted Planning division staff and Planning and Land Services (PALS) Department manager meetings.
- Attended the September Advance Municipal Issues meeting as well as the Advance Investors Breakfast meeting.
- Met with Airport staff to discuss future commercial land and industrial park development.
- Met with Airport staff regarding the Wisconsin Economic Development Corporation Certified Sites Program for Airport non-aeronautical property.
- Served as the Brown County representative for two meetings of the Joint Review Board for the City of De Pere TIF #7. Conducted research regarding status of district and financial impact on Brown County.
- Served as the Brown County representative for the Joint Review Board meeting for the City of Green Bay TIF #16. Conducted research regarding status of district and financial impact on Brown County.
- Attended the September meeting of the Airport Development Committee.
- Facilitated the Brown County Economic Development Revolving Loan Fund (RLF) loan payments for Shining Stars Daycare, LLC in the Village of Hobart.
- Met with Planning staff to discuss various Community Development Block Grant (CDBG)-Housing projects and related administrative processes.
- Completed actions associated with the complete repayment of the Brown County Economic Development Revolving Loan Fund loan to MetJet.
- Attended the County Executive's Economic Development Coordinating Committee meeting.
- Redrafted and reviewed revised job classifications for PALS Department.
- Attended the September 24 meeting of the Green Bay/Brown County Professional Football Stadium District.
- Coordinated the land sale closing of Brown County lands to Cardinal Capital Management, Inc. for the development of the Veterans Manor Green Bay housing project. Attended groundbreaking ceremony.
- Met with Brown County staff regarding shoreland zoning court case.
- Met with Technology Services and PALS managers to discuss department technology goals.
- Met with PALS staff and the deputy County Treasurer regarding a tax delinquent property.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Facilitated a meeting of the Brown County Transportation Coordinating Committee (TCC) Section 5310 Program Review Subcommittee to discuss and collectively score two applications for CY 2015 Section 5310 Program funds.
- Developed a staff report to the TCC regarding the subcommittee's Section 5310 Program project application review and scoring process, the subcommittee's funding recommendation to the full TCC, and the program's funding balance if all of the projects receive the requested funding. Also presented the staff report to the full TCC and answered questions from the members.
- Developed a staff report to the BCPC Board of Directors regarding the TCC's Section 5310 Program funding recommendation and other information about the process.
- Completed the draft 2015 Transportation Planning Work Program and budget. Also presented the draft work program to the BCPC Transportation Subcommittee and representatives of WisDOT, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). Following these presentations, I incorporated their comments and prepared a final draft of the work program that will be presented to the BCPC Board of Directors in November.
- Completed the MPO's 2014 Transportation System Performance Measures report and presented it to the BCPC Transportation Subcommittee. Also answered questions from subcommittee members.
- Developed proposed revisions to the MPO's Surface Transportation Program (STP) Project Selection Criteria and presented them to the BCPC Transportation Subcommittee. Also answered questions from subcommittee members.
- Completed an amendment to the MPO's 2014 budget and submitted the amendment to WisDOT, FHWA, and FTA.
- Reviewed and commented on drafts of the Town of Rockland Comprehensive Plan Update's Transportation Chapter.
- Responded to BCPC Transportation Subcommittee questions and comments regarding WisDOT's recommended modifications to the Green Bay Urbanized Area's Functional Classification System.
- Began to develop scenarios for reallocating STP funds that were approved for reconstructing Greene Avenue in Allouez after the village informed staff that it does not intend to complete the project. When the scenarios are finished, they will be distributed to the BCPC Transportation Subcommittee for review and comment.
- Participated in a teleconference with other Wisconsin MPO Directors to discuss WisDOT's policies for its local programs (STP, Transportation Alternatives Program [TAP], etc.).
- Reviewed and commented on the first draft of the Green Bay Metro Comprehensive Bus Stop Study.
- Participated in the 2014 MPO/WisDOT/RPC state conference in Janesville.
- Facilitated three weekly MPO staff meetings.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Completed five combined environmental review records for regional and county CDBG-Housing projects.
- Completed one historic review request for regional and county Community Development Block Grant (CDBG)-Housing projects.
- Prepared three contractor payments for the Brown County Housing Revolving Loan Fund (RLF) program.

- Prepared two bid documents for the regional CDBG-Housing program.
- Participated in a Wisconsin Department of Administration webinar to obtain public input into the State of Wisconsin Consolidated Plan for HUD on September 10.
- Gave a presentation on housing in Brown County to the Bay Area Community Council on September 11.
- Met with the Housing program Housing Quality Standards Inspector on September 22 to discuss procedures.
- Prepared two application packets for prospective regional CDBG-Housing applicants.
- Performed three site visit inspections at Brown County Housing RLF project sites.
- Maintained regional CDBG-Housing and Brown County RLF financial journals.
- Worked with the Town of Holland to prepare and submit the necessary paperwork and zoning map for the Wisconsin Working Lands Initiative.
- Assisted the Towns of Pittsfield, Glenmore, and Morrison with their zoning maps for the Wisconsin Working Lands Initiative.
- Prepared a Citizens Participation Plan for the Town of Lawrence Comprehensive Plan.
- Completed a draft of the Natural and Cultural Resources Chapter of the Brown County Comprehensive Plan.
- Facilitated two public listening sessions for the Brown County Board on the evenings of September 10 and 17.
- Prepared revised draft bylaws for the Brown County Planning Commission Board of Directors reorganization.
- Assisted the Town of Eaton with a certified survey map question.
- Completed a draft Intergovernmental Cooperation Chapter for the Town of Rockland Comprehensive Plan.
- Presented the draft Intergovernmental Cooperation Chapter at the Town of Rockland Planning Commission meeting on the evening of September 23.
- Participated in towns' meeting on the evening of September 2 to discuss shoreland zoning issues.
- Updated the 2014 Land Use GIS layer.
- Continued working on the Brown County Comprehensive Plan Land Use Chapter.
- Reviewed the 2013 Brown County Growth Report.
- Assisted 75 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 10 new certified survey maps (CSMs). Completed review of 11 CSMs. Signed and filed 6 CSMs.
- Signed and filed one subdivision plat.
- Completed review letter for one CSM in the City of Green Bay.
- Responded to one private and one public Water Quality Letter requests.
- Review of smaller environmentally sensitive area (ESA) and sewer service area (SSA) related issues and inquiries to develop solutions for smaller projects.
 - Visited with Brown property owner, Village of Bellevue staff, and Brown County staff regarding a flooding issue near a golf driving range in the Village of Bellevue. An adjacent property was acquired by Brown County due to unpaid taxes. An adjacent property owner claimed that inappropriate earth moving caused flooding on the driving range.

- Visited a Town of Wrightstown property where a rain garden was proposed to be developed, but after requests from the town, the property owner is not building the rain gardens as the proposed storm water management system.
 - Visited a Village of Suamico subdivision to verify two rain gardens were properly installed as a storm water management system.
 - Discussed variations and additions of lots to a plan correction project that was approved in September, which related to steep slopes and a geotechnical study in the Village of Wrightstown.
 - Visited a large number of CSM sites that had wetlands and other ESAs.
- Reviewed and approved one ESA plan correction:
 - A Village of Wrightstown plan correction updating a waterway setback and identification of steep slopes as ESAs and land unsuitable for building with setbacks on Lots 75 and 76 of the Second Addition to Whispering Woods subdivision to reflect the most current ESA restrictions was reviewed and approved by planning staff on September 15. This project was delayed while the property owner altered the request and submitted new maps. No review by Planning Commission Board of Directors or the Wisconsin Department of Natural Resources is required.
- Continued to utilize an online format for submitting and filing SSA and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Continued development of the Future Land Use Map portion of the Suamico Comprehensive Plan with staff and an advisory committee that met on September 25. The village committee is slowly evaluating items that impact zoning. The Land Use Chapter is the final portion of the plan to be completed before approvals can begin.
- Continued contact with staff from Brown County Department of Public Works (DPW) regarding the needs for data collection and updates related to the new MS4 Permit for Brown County. Certain work plans expire this year.
- Arranged data collection book for Brown County DPW to review and collect storm water samples at 160 outfalls on Brown County highways during the summer dry season.
- Continued the development of an update to the Brown County Sewage Plan.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Continued working on the *2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Provided an overview of the TIP process to the BCPC Board of Directors.
 - Help public hearing on the TIP and Green Bay Metro 2015 Program of Projects.
 - Concluded 30-day public review and comment period.
 - Held Environmental Consultation meeting.
 - Presented draft TIP to the Transportation Subcommittee.
 - Received WisDOT Central Office review of draft TIP and worked with staff to clarify project ID numbers.
 - Worked with FTA staff to further define “for information only” sections of the TIP.

- Worked with WisDOT Northeast Region staff to determine system miles by community and road jurisdiction within the Urbanized Area.
 - Researched new federal law which would allow MPO staff to *Expedite Project Selection Process* if certain conditions are met in an effort to eliminate the time-consuming TIP amendment process.
- Received notification from local jurisdiction regarding approximately \$750,000 in STP-Urban funds turned back to program. This will likely result in an amendment to the TIP in the coming months.
- Continued data collection and development of the Long-Range Transportation Plan.
- Reviewed most recent iteration of WisDOT Central Office proposed functional classification system within the Urbanized Area Boundary.
- Continued work as it relates to the Federal Section 5310 - Enhanced Mobility for Seniors and Individuals with Disabilities grant cycle. The MPO will have approximately \$163,000 to spend on qualifying projects for 2015. Met with the application review committee and scored proposals.
- Reviewed one proposal submitted to Green Bay Metro and the City of Green Bay Purchasing Department for the provision of paratransit services. Provided comments to Green Bay Metro staff in an attempt to clarify several details in the proposal.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended seminar entitled "Understanding and Abiding by Title VI" held by the WisDOT Title VI Officer.
- Attended MPO staff and BCPC staff meetings as necessary.
- Participated in the Brown County Transportation Coordinating Committee (TCC) on September 8. Recorded and wrote minutes.
- Participated in the Brown County Planning Commission Board of Directors Transportation Subcommittee meeting on September 15. Recorded and wrote minutes.
- Participated in the Green Bay Transit Commission meeting on September 24.
- Participated in the Brown County Planning Commission Board of Directors meeting on September 3. Recorded and wrote minutes.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Continued coordinating the 2014 aerial photography project. Hosted a meeting with contractor and consortium partners. Finished first stage of image quality control. Assisted County Surveyor with second stage of quality control (coordinate accuracy checking).
- Coordinated and held a geographic information system (GIS) User Group meeting on September 5.
- Added the survey index to the GeoPrime online mapping site.
- Produced an ArcGIS online application that helps people locate the nearest fire department.
- Continued to assist with the new survey indexing system.
- Continued quality assessment of address data in the county. Made some significant modifications and work flow changes to our address editing to improve data maintenance efficiency.
- Worked on other 2014 Smart Goals, particularly the data quality control efforts.
- Continued to assist with a planned 5k and 1 mile run/walk route for County Supervisor Bernie Erickson and the veterans group.
- Discussed web mapping future goals with local consortium (Green Bay, De Pere, and Ashwaubenon).

- Continued to assist Lynn Austin with printing various historic maps.
- Met with Technology Services and PALS managers to discuss department technology goals.
- Continued maintaining the GIS system servers.
- Discussed web mapping options with the Village of Howard.
- Accepted nomination to the Wisconsin Geographic Information Coordination Council and attended a conference call meeting.
- Produced several maps for the Port and Resource Recovery Department.
- Provided GIS data and other services for McMahon Engineers, Robert E. Lee & Associates, Ayres Associates, AECOM, Foth, REDICOMPS, Supervalu, Green Bay Packers, Village of Bellevue, Cornell University, UW-Green Bay, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Rockland Comprehensive Plan
 - Completed final draft of the Transportation Chapter including text and associated maps.
 - Presented Transportation Chapter to the steering committee.
- Airport economic development
 - Supplied Assistant Airport Director with conceptual 3D renderings of future development on airport property.
 - Supplied staff at Advance with maps for each property that is currently being marketed for future lease.
- Made updates to limited service route maps as requested by Green Bay Metro staff.
- Completed a draft of the first six maps for the 2045 Long-Range Transportation Plan.
- Tested new iPad and aircard on Congestion Management Process segments.
- Completed the first draft of the Bus Stop Study.
- Summer intern
 - Assisted summer intern with the development of a Brown County Economic Development report.
 - Provided GIS support for various projects.
- Updated web pages as requested.
- Updated GIS datasets.
 - Updated the street centerline database with new roads and corrected intersections.
 - Updated bike and pedestrian facilities to include recently constructed sidewalks and bikeways.
- Assigned addresses as requested.
- Participated in the regular staff meetings held on the first and fourth Thursday morning.
- Attended the GIS User Group meeting on September 5.
- Participated in the MPO staff meetings held every Monday morning.

The recent major planning activities of Todd Mead, Planner I - Housing:

- Prepared, performed, and completed an interim site inspection for a Northeastern Wisconsin CDBG-Housing loan located in Manitowoc County.

- Prepared for and attended an all staff meeting for Marinette County at Aging and Disability Resource Center of Marinette to talk about our Northeastern Wisconsin CDBG-Housing loan program.
- Met with one Brown County Housing RLF program client and their contractor to prepare them for their future rehabilitation project.
- Met with seven Northeast Wisconsin CDBG clients and their contractors to prepare them for their future rehabilitation project.
- Opened one new RLF application.
- Opened four new CDBG applications.
- Prepared and closed four CDBG-Housing loans.
- Attended staff meetings as needed.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County Housing RLF program.
- Submitted and corresponded with five bid documents to both our RLF and CDBG applicants for future rehabilitation projects.
- Prepared one purchase closing for our Northeastern Wisconsin CDBG-Housing loan program.
- Continued general outreach and marketing efforts for our Brown County Housing RLF and CDBG-Housing loan programs.

The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):

- Completed an inventory of sidewalk ramps along the fixed bus routes in the GIS.
- Assisted Transportation Planner with creating maps to show riderships/boardings for each bus route.
- Updated trail network to include newly constructed multiuse trail.
- Updated pedestrian and bicycle network to include newly constructed sidewalks and bike facilities.
- Started to collect peak data for Congestion Management Process highway and street segments by driving each road and using the STRAVA application.
- Continued to maintain and update Facebook and Twitter pages for the Planning Commission/Green Bay MPO.
- Participated in regular staff meetings held twice per month.
- Participated in regular MPO staff meetings every Monday morning.
- Attended Brown County employee GIS User Group meeting on September 5.